

SENIOR ACCOUNTING ASSISTANT

DEFINITION

To perform a variety of complex financial, accounting, and auditing office support duties; to provide difficult or specialized financial, accounting or statistical office support in a centralized accounting setting; and to lead, train, and review the work of assigned staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey class in the Accounting Assistant series. Employees in this class are distinguished from the Accounting Assistant class by the performance of the full range of duties as assigned including technical or functional supervision of assigned staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor.

Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform a variety of complex financial, accounting, and auditing office support duties; provide difficult or specialized financial, accounting or statistical office support in a centralized accounting setting.

Provide supervision, training and work review to assigned staff.

Organize work, set priorities and follow up to ensure coordination and completion of assigned work.

Perform difficult or complex accounting and financial office support work in such areas as accounts receivable and payable.

Prepare actions for small claims and give testimony in court.

Review and reconcile various reports, computer output and related data.

Research and assemble information to the public or to city staff that may require the use of judgment and interpretation of policies, rules or procedures.

Oversee processing of utility and other billings and collection of various fees and other monies.

Research and assemble information from a variety of sources for the completion of forms or the preparation of reports; review and reconcile reports, computer output and related data.

Make complex mathematical or statistical calculations.

Enter and retrieve data from an on-line or personal computer and use such technology to produce reports.

Exercise discretion when dealing with confidential matters; perform duties with a high level of autonomy.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of assigning and reviewing the work of others.

Principles and practices of financial record keeping and bookkeeping.

Current laws, codes, policies and procedures related to area of assignment.

Modern office management practices and methods; computer equipment and software applications related to assignment.

Business mathematics.

English usage, spelling, grammar, and punctuation.

##### Ability to:

Plan, assign, train, and review the work of assigned staff.

Prepare, maintain and reconcile various complex financial, accounting payroll, statistical auditing and numerical records.

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Senior Accounting Assistant

Prioritize work and coordinate several work activities; research, organize and maintain office files; make mathematical calculations with speed and accuracy.

Use initiative and sound independent judgment within established guidelines.

Type at a speed necessary for successful job performance.

Operate standard office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey level experience involving bookkeeping, payroll, accounting or financial clerical experience.

Training:

Equivalent to the completion of the twelfth grade, supplemented by college courses in business, accounting or related field.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; type on a 10-key calculation device; may lift light weight.

10/2/01